

TOWN OF BUCKEYE

“VENDOR GUIDE”

1. Overview

The Town of Buckeye Town Hall is located at 100 N. Apache Road, Suite A, Buckeye, Arizona, 85326. Telephone number: (623) 386-4691, Fax number: (623) 386-7832.

The Town of Buckeye is a Council-Mayor-City Manager form of government. It is governed by the Arizona Revised Statutes, the Town Code and various Ordinances and Resolutions.

The Town Manager is responsible for the purchase of materials, equipment and services required by the Town of Buckeye. The Town Manager (or designee) is the only one within the Town authorized to issue purchase orders to commit the Town to contracts. Commitments made by persons other than the Town Manager (or designee) are not valid.

2. Ethics

The Town of Buckeye requires vendors to be held to certain ethical requirements as follows:

- No bidder, offeror, contractor or subcontractor shall confer upon any public employee having official responsibility for a procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised.
- All bidders, offerors, contractors or subcontractors shall submit with their bid a disclosure of interest form or statement to inform any the Town of any personal interest with any member of the Town Council, Town Management or other Town employee.
- Failure to make the required disclosure may result in disqualification, debarment, and suspension from bidding and recession of contracts;
- No contractor or subcontractor shall give, demand or receive from any supplier, subcontractor, or competitors any bribe, kickback, or anything of value in return for participation in a procurement transaction or agreeing not to compete in a transaction; and
- Architects or engineers employed by the Town may not furnish building materials, supplies or equipment for any structure or project on which they are providing professional services. The Town also does not accept bids or proposals from consultants or bidders who have solely and directly prepared specifications for a specific requirement regardless of whether the consultant/bidder was paid for the specification.

3. VENDOR APPLICATIONS

A. Bidders List Application:

The Town of Buckeye maintains bidders list in which vendors who indicate a desire to receive notices of bids will receive e-mail notification as the bids are issued. Vendors must complete the Bid List Application to qualify for the e-mail bid notification process. Upon approval of the completed form the firm's name will be added to the bidders notification list. Failure to respond to a bid notification, including submitting a timely "no bid letter" may result in removal from the list. Vendor notifications will be e- mailed according the designated commodity category as bids are released. E-mailed bid notices will refer vendors to the Town website for additional information. Completed applications may be mailed or faxed. Incomplete applications will not be processed. Potential bidders are advised to monitor the Town website for solicitations posted at the department level, by support areas or other sources representing the Town.

Bidders List Forms:

Forms may be downloaded from the Town website (www.buckeyeaz.gov). Under the Department Heading, click on Finance and Purchasing to find Bidders List forms.

- Bidders List Steps:**
1. download "Vendor Guide"
 2. download "Bidders List Application" form
 3. download "Commodity Listing"
 4. complete form application form
 5. mail or fax form to Finance/Purchasing
 6. allow 2-3 weeks for review and processing
 7. review actual bid posting information on www.buckeyeaz.gov when e-mail commodity category notices are received.
 8. monitor website for solicitation postings from all sources

Bids are posted on the Town website under Public Notices.

Town procurement designees may choose to use sources other than the bid list including the telephone book yellow pages and trade journals to obtain names of firms who may be capable of supplying the respective supplies, services, materials or equipment.

B. Vendor Registration Application:

Upon award and prior to any business transactions involving purchase orders, Vendors must complete: a Vendor Registration Application and an IRS W9 form.

Upon approval of the completed forms the vendor will be added to the Town's Procurement System data base in anticipation of pending business transactions.

It is the responsibility of the vendor to ensure that their information is correct and remains current. Applications with inaccurate information will be purged from either system.

Vendor Registration Forms: may be downloaded from the Town website (www.buckeyeaz.gov.) Under the Department Heading, click on Finance and Purchasing to find Vendor Registration forms.

Vendor Registration Steps: (prior to doing business with the Town):

1. download "Vendor Guide"
2. download "Vendor Registration Application Form"
3. download "Commodity Listing"
4. download "IRS W-9"
5. complete Vendor application and IRS W-9 forms
6. mail or fax forms to Finance/Purchasing
7. allow 1-2 weeks for approval and processing

A Vendor may be suspended from doing business with the Town in the event an action by the vendor is considered to be contrary to the best interest of the Town. Examples:

1. Failure to deliver merchandise or perform services.
2. Failure to meet a delivery or completion date.
3. Failure to maintain a quoted or contracted price for goods or services.
4. Evidence of collusion with other bidders on prices for a Town bid.
5. Failure to complete any order or project awarded as a result of formal or informal bid or proposal.
6. Failure to honor warranties on products delivered or services performed.
7. Submitting false or misleading information on the Vendor Application form.
8. Any violation of Federal, State, Town or County laws, regulations or ordinances.

Procurement Methods

A. Formal Bidding - Invitation for Bid (IFB)

The Town's formal bid threshold is \$35,000. All goods or services with an anticipated cost exceeding \$35,000 go out for public bid. This process requires advertising in a newspaper of general circulation, receiving sealed bids, public opening and awarding the bid/proposal to the lowest responsive, responsible bidder. Town bids are generally advertised in the Arizona Business Gazette.

B. Requests for Proposals (RFP)

This process is primarily used for services and highly technical commodities. The above noted procedures are followed, but award is made to the highest rated proposal that may or may not be the lowest price. Criteria for evaluation is listed in each RFP.

Everything in excess of \$35,000 (RFP's and IFB's) is awarded by the Town Council. Their meetings are held on the first and third Tuesday of each month.

The Town is eligible to buy off of cooperative purchasing agreements such as State and Maricopa County Contracts, Mohave Educational Services, TCPN and is a member of other cooperative purchasing alliances. The Council must approve all procurements exceeding \$35,000.00 even if they are procured through cooperative purchasing agreements.

C. Competitive Quotes

Purchases to \$4,999 are generally made using a purchasing card. To \$1000.00 requires no formal documentation, simply good cardholder judgment; \$1,001.00 to 2,499.00 requires three documented verbal quotes and \$2,500.00 to 4,999.00 requires three written quotes.

Between \$5,000 and the bid threshold of \$35,000.00 three written quotes are required using the "Request for Written Quotation" process. The RFWQ process is informal meaning a department may call, fax or mail a vendor and receive quotes directly from vendors as they represent the Town in a purchasing designee capacity. Should a non-registered vendor be the lowest responsible bidder, no business may be conducted until the vendor registration process has been completed.

D. Purchase Requisition:

A purchase requisition/order is not an authorization to pay an invoice. A purchase requisition identifies what is being requested by a department, for an estimated or confirmed dollar amount, in a specific time frame with particular delivery requirements.

Only a signed purchase order is an authorization to order.

E. Purchase Orders

Purchase orders are required for goods and services if a purchasing card was not used in the transaction. Purchasing cardholder limits will range from \$1,000.00 to \$4,999.00, based on policy and as assigned by the respective Town department. Purchase orders are required for all other procurements unless the transaction is covered under a separate formal contract.

Vendors should not ship goods or begin service if costs are not covered by the specific spending limits on a requestors purchasing card or without a copy of the authorized purchase order (including purchase order terms & conditions).

All orders must be delivered to the address on the purchase order. Changes in the purchase order are not allowed. Purchase order changes require the ordering department to request cancellation of the existing purchase order and to initiate a revised purchase order.

F. Invoices:

Vendors shall submit all invoices to the Town Accounts Payable Department.

Town of Buckeye
Accounts Payable Department
100 N. Apache Road, Suite A,
Buckeye, AZ 85326.

G. Receiving Process:

Departments receive goods or services and forward signed packing lists/delivery receipts with a copy of the original purchase order as a cover sheet. The department purchasing designee notes any discrepancies (or partial shipments) on the cover sheet, signs the receipt section and forwards the package to Accounts Payable. Based on the receiving documentation Accounts Payable will process either full or partial payment.

Although the usual procedure is net thirty (30) days for payment, the Town welcomes prompt payment discounts from vendors (i.e. discounts for payments made within ten (10) days after receipt of the invoice). Prompt payment discount information must be clearly stated on the invoice. Upon receipt, invoices are normally paid within 30 days assuming the department received the goods or services and forwarded their receiving documents promptly.

Questions regarding payment should be directed to the receiving department and then to the Finance Department, Accounts Payable section, (623) 386-4691.

5. Sales Calls and Contacts

Sales persons should initiate all new contacts through the procurement representative in the Finance Department. This will provide an opportunity to discuss how to do business with the Town. This will also provide a better idea of which departments may use the goods or services offered. Office hours are generally from 9:00 a.m. to 4 p.m. Monday through Friday (legal holidays observed). To save time and ensure that you receive adequate attention appointments are recommended before coming to the Finance Department. Courtesy visits are discouraged as they can disrupt the daily work flow and in most cases the person you want to see will be unavailable.

6. Sales Tax

The Town of Buckeye pays applicable sales taxes. In-state vendors should apply their sales tax rate from the originating City.